



Human Resources Department Employee Benefits and Services

Diane Rundles
Director of HR

Gina King
HR Deputy Director

Amy Coughlin
HR Deputy Director

Leonardo Gonzales
Labor Chief

December 7, 2021

Name
Address
City, State Zip

RE: Vacation/Holiday/Administrative/Paid Time Off Leave Cash-Out for Calendar Year 2022

Dear Name:

It is the time of year for you to consider your Leave Cash-Out options for Calendar Year 2022. As an employee covered by the [Exempt Compensation plan](#), you have the following Leave Cash-Out options depending on the leave types you are eligible to accrue in 2022:

Vacation Leave for an employee not enrolled in the Modified Benefit Option (MBO) - You may elect to cash out up to 160 hours of vacation leave by exercising the following options:

- Option 1, Future Accruals – You must make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next Calendar Year's vacation leave accrual.
- Option 2, Existing Accruals – Existing accruals may be cashed out in whole hour increments with a minimum cash-out of ten (10) hours and will be subject to a 10% penalty.

Holiday Leave - You may elect to cash out up to 112 hours of holiday leave or 104 hours for MBO enrollees by exercising the following options:

- Option 1, Future Accruals – An employee must make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next Calendar Year's holiday leave accrual.
- Option 2, Existing Accruals – Existing accruals may be cashed out in whole hour increments with a minimum cash-out of eight (8) hours and will be subject to a 10% penalty.

Administrative Leave - You may cash out up to 80 hours of administrative leave without pre-designation. The hours may be cashed out in whole hour increments with a minimum cash-out of one (1) hour. Any unused Administrative Leave balances remaining by pay period 26 of 2022 will automatically be cashed out.

Paid Time Off (PTO) for employee enrolled in MBO - You may elect to cash out up to 160 hours of PTO leave by exercising the following options:

- Option 1, Future Accruals – You must make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next Calendar Year's PTO leave accrual.
- Option 2, Existing Accruals – Existing accruals may be cashed out in whole hour increments with a minimum cash-out of ten (10) hours and will be subject to a 10% penalty.

An employee enrolled in MBO shall not be eligible to pre-designate vacation leave cash-out unless employee intends to convert back to the traditional benefit option (TBO) during the next open enrollment and start accruing vacation afterward. Likewise, an employee in the TBO shall not be eligible to pre-designate PTO unless employee intends to convert to MBO during the next open enrollment and start accruing PTO afterward. Please note that if you intend to switch to TBO or MBO during the next open enrollment, you will not accrue the full 160 hours vacation or PTO needed to cash out this amount. Therefore, you will need to pre-designate a combination of PTO and vacation to cash out the complete 160 hours.

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Leave Cash-Out for Calendar Year 2022

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If you intend to pre-designate vacation, holiday and/or paid time off leave to cash out in Calendar Year 2022, you will need to complete the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2022 – Exempt and Board-Governed Exempt form](#) and submit it to your department payroll specialist by **Wednesday, December 29, 2021**.

Please remember that pre-designation elections are ***irrevocable*** and at the end of Calendar Year 2022, all pre-designated hours that have not been used or cashed out will *automatically* be cashed out in pay period 26 of 2022.

When you decide to cash out the pre-designated hours during Calendar Year 2022, you must complete and submit the [Leave Cash-Out Request – Vacation, Holiday, Administrative & Paid Time Off - Exempt and Board-Governed Exempt form](#) at least 15 days before the pay period in which you wish to receive the leave cash-out payment.

Please contact Employee Benefits Managers, Joey Wong (909) 387-9675 or Sandy Meier (909) 387-9638, if you have any questions regarding the pre-designation process. Please contact your department payroll specialist directly for any assistance needed when you are ready to cash out leave during Calendar Year 2022.

Sincerely,

Amy Coughlin
Human Resources Deputy Director
Employee Benefits and Services Division